

DOD-1400.25-M  
July 30, 1978

D E P A R T M E N T O F D E F E N S E



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CIVILIAN PERSONNEL MANUAL (CPM)

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1400.25-M  
CPM 272  
July 30, 1978

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PRECEDING BASIC FPM CHAPTER 273

CPM 272 DEPARTMENT OF DEFENSE CIVILIAN  
PERSONNEL MANUAL SYSTEM

CPM Chapter 272, July 30, 1978, is transmitted herewith:

<u>CPM Identification</u>	<u>Insert Pages</u>	<u>Explanation of Contents</u>
Cover	(unnumbered)	Self-explanatory
Foreword	(unnumbered)	Self-explanatory
272	i	Provides "Contents" page
272.1	1 and 2	Explains types of DOD civilian personnel issuances and establishes the CPM System
272.A	1 and 2	Contains DOD Directive 1400.25, "Department of Defense Civilian Personnel Manual System"
272.B	1	Lists current CPM issuances

JOHN P. WHITE  
Assistant Secretary of Defense  
(Manpower, Reserve Affairs & Logistics)

DTIC QUALITY INSPECTED 4



1400.25-M  
July 30, 1978

ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, D. C. 20301

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FOREWORD

The Department of Defense Civilian Personnel Manual (CPM) is authorized by DOD Directive 1400.25, "Department of Defense Civilian Personnel Manual System," dated January 24, 1978. It establishes an efficient means to publish uniform, DOD-wide policies governing civilian personnel management programs. Its integration with the Federal Personnel Manual (FPM) centralizes pertinent DOD and U.S. Civil Service Commission (CSC) policies for ready reference, yet clearly delineates the respective policies and requirements.

The CPM is effective immediately. Recommendations for improvements or changes to the Manual are encouraged. They should be addressed, through DoD Component channels, to:

Department of Defense  
OASD(MRA&L)(Civilian Personnel Policy)  
Washington, D.C. 20301

A handwritten signature in black ink, appearing to read "John P. White", is positioned above the typed name.

JOHN P. WHITE  
Assistant Secretary of Defense  
(Manpower, Reserve Affairs & Logistics)

CPM CHAPTER 272: DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANUAL SYSTEM

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## Subchapter 1. Department of Defense Civilian Personnel Issuances

1-1. The DOD Directives System. DOD civilian personnel policies and procedures are issued through the DOD Directives System, which is comprised of the following types of issuances:

- a. Department of Defense Directives, which publish Secretary of Defense decisions relating to policies, plans, programs, charters, delegations of authority, or other major actions.
- b. Department of Defense Instructions, which provide supplementary guidance implementing Secretary of Defense decisions.
- c. Department of Defense Transmittals, which amend or cancel DOD directives, instructions, and certain other DOD publications.
- d. Directive-type Memoranda of continuing application, issued by officials in the Office of the Secretary of Defense, which, for significant reasons, cannot be published in the DOD Directives System at the time of signature. They are reissued as formal issuances within 90 days.
- e. Department of Defense Manuals, and manual-type issuances, which are authorized by a DOD directive or instruction. They include handbooks, regulations, standards, directories, and similar publications containing detailed procedural, operational, or administrative material to achieve uniformity or disseminate information DOD-wide.

## 1-2. Department of Defense Civilian Personnel Manual System

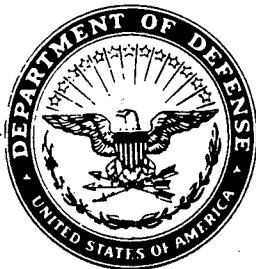
a. Purpose. The DOD Civilian Personnel Manual (CPM) system provides for the development and implementation of uniform DOD-wide civilian personnel regulations based on selected chapters of the Federal Personnel Manual (FPM), published by the U.S. Civil Service Commission, and on other civilian personnel policy issuances.

b. Authority and Applicability. The CPM is authorized by DOD Directive 1400.25 dated January 24, 1978 (see appendix A). It contains governing DOD policies, procedures and other provisions. It applies to all DOD Components and their civilian personnel programs, which are established under Title 5, United States Code.

APPENDIX A

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January 24, 1978  
NUMBER 1400.25



ASD(MRA&L)

## Department of Defense Directive

**SUBJECT:** Department of Defense Civilian Personnel Manual System

**Reference:** (a) U.S. Civil Service Commission, Federal Personnel Manual, Chapter 171, "The Civil Service Issuance System", October 24, 1972

### A. PURPOSE

This Directive (1) establishes the Department of Defense Civilian Personnel Manual (DoDCPM) system, and (2) assigns responsibilities and authorities governing the DoD-wide development and implementation of uniform DoD-wide regulations based on selected chapters of (a) the Federal Personnel Manual (FPM) (reference (a)) published by the U. S. Civil Service Commission and (b) other civilian personnel policy issuances.

### B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components").

### C. POLICY

Civilian personnel policy subjects which should be uniform throughout the Department of Defense will be identified, jointly developed, and issued as the governing civilian personnel regulations for application DoD-wide.

1. To the extent practicable, DoD regulations will be prepared for direct use by operating civilian personnel offices. This does not preclude a department or agency from issuing internal operating directives or regulations.

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2. Policies needing supplementation or extension by the headquarters or intermediate levels of the Department of Defense will be determined and specified as each regulation is developed.

D. ADMINISTRATION

1. The DoD Civilian Personnel Regulation Council is hereby established. The Council shall be comprised of the directors of civilian personnel of the Office of the Secretary of Defense, the Military Departments, and the Defense Logistics Agency. The Director of Personnel, OSD, also represents the civilian personnel directors of the other DoD Components. The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), or his designee, the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), will serve as Chairperson of the Council.

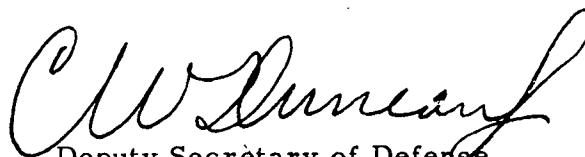
2. Working Committees comprised of subject matter specialists from each of the DoD Components represented on the Council will be established as needed to develop policy drafts for the approval of the Council. Working Committee members will be designated by Council members. The DASD(CPP) will designate the lead agency which will chair the Working Committee.

3. Policy areas identified for consolidated regulations by the Council will be assigned to a Working Committee for development. Draft policies will be coordinated formally with each DoD Component and labor organizations accorded National Consultation Rights by the Department of Defense prior to publication.

4. The DoDCPM regulations will be issued by the DASD(CPP) in a DoD Manual. The format and numbering system of the Manual will follow that of the FPM (reference (a)).

E. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days.

  
Deputy Secretary of Defense

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APPENDIX B. LISTING OF CURRENT DOD  
CIVILIAN PERSONNEL MANUAL ISSUANCES

<u>Number</u>	<u>Title</u>	<u>Transmittal Date</u>	<u>Changes as of July 30, 1978</u>
272	Department of Defense Civilian Personnel Manual System	July 30, 1978	None